

Instructions for OP3 Partner Organization Administrators

Ohio Department of Public Safety

Division of Homeland Security



Emergency Partner Credentialing System (EPCS)

User Guide

This Guide is for Local OP3 Partner Organization Administrators

Table of Contents

Mission	3
Requirements	3
New Users.....	3
Navigating EPCS.....	4
Emergency-Specific Credentials	4
Adding Personnel:	4
Figure 2: Edit Personnel.....	6
Adding Personnel: Bulk Uploading	7
Assigning Emergency Specific Credentials:	8
Figure 3: Emergency Homepage.....	9
Figure 4: Assign Emergency-Specific Credential.....	10
Deactivating Personnel:.....	11
Deactivating Emergency Specific Credential:	11
Figure 6: Deactivating an Emergency Specific Credential	12
Renewing Emergency-Specific Credentials	13
Important Notes	14

UNCLASSIFIED / FOR OFFICIAL USE ONLY: This database was created by the Ohio Division of Homeland Security and Ohio Department of Public Safety for the purpose of distributing information to registered users. Unauthorized use or access of this system is prohibited and subject to prosecution under O.R.C 2913.04 (Unauthorized use of computer, cable, or telecommunication property). The information, data, and throughput in and from this system is confidential under exemptions to Ohio’s public records law (O.R.C 149.43 and/or 149.433) and therefore not subject to public disclosure or release. This is a secured area and unauthorized entries are traced.

Mission

The Emergency Partner Credentialing System (EPCS) was created to give Ohio Homeland Security's OP3 Private Partners the opportunity to aid their communities in the wake of an emergency or disaster. This database will allow OP3 Private Partners to credential personnel for emergencies, giving them access through law enforcement checkpoints.

Requirements

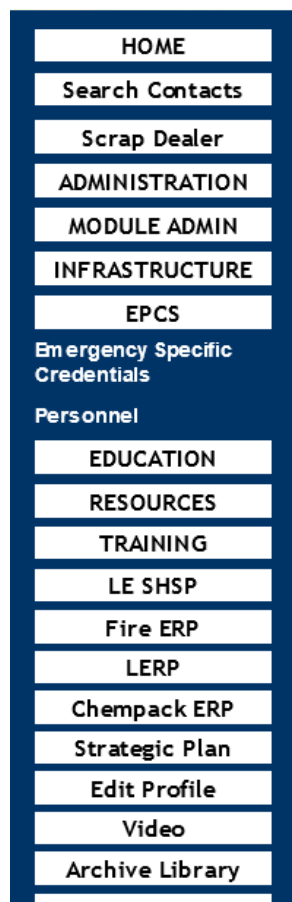
- Internet Connection
- CIMS OP3 Local Admin Account

New Users

The application process begins at the CIMS homepage, which can be found [here](#). Any CIMS applicant should apply with the intent of sharing information and building partnerships with State and local entities, focusing on reporting potential acts of terrorism, suspicious activity, and violent crimes

CIMS applications are submitted to CIMS Administration, which are representatives of Ohio Homeland Security's Strategic Analysis and Information Center (SAIC). Upon receiving an application, CIMS Administration will ensure that the email of the applicant is verified, and that (at times when an active emergency is **not** declared in CIMS) the applicant's supervisor approves the need for a CIMS account. Once the approval is given, the application is processed and the applicant will receive a CIMS automated email with the initial password and login instructions.

Navigating EPCS



Use the following link to login to the Communication Information & Management System (CIMS): <https://services.dps.ohio.gov/CIMS/Public/Login.aspx>.

- Enter your username and password.

The EPCS menu on the left hand side of CIMS will allow you to maneuver through the EPCS platform. There are two menu options that will open when the EPCS option is selected. These menu options should include “*Emergency Specific Credentials*” and “*Personnel*”.

Emergency-Specific Credentials

Displays all current active emergencies. The credentials button next to each emergency allows the OP3 Local Administrator the ability to assign a credential to any of the personnel they have added. The credentials that are activated from this page expire 45 days from the date of activation. You may also search for past emergencies in the search box at the bottom of the page.

COVID-19 Operations: Typically, credentials expire after 45 days from issuance. During this time we have extended credentials to now show an expiration date of July 1, 2020. We will reassess if this needs to be extended past July 1.

Adding Personnel:

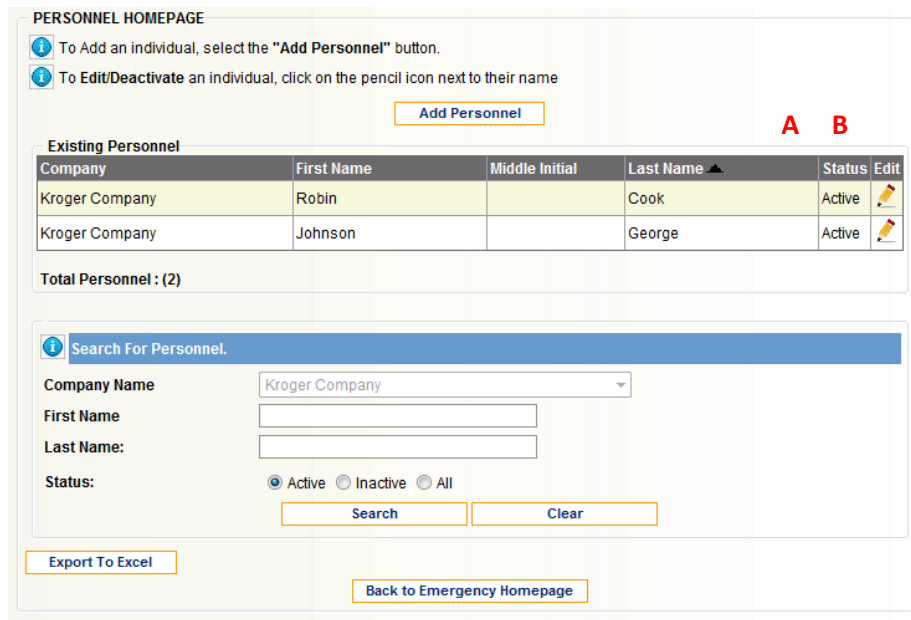
Select **Personnel** from the menu on the left hand side of the screen (*see figures below*).

- Click on the “*Add Personnel*” button located at the top of the page.
 - Fill in all required fields
 - If you utilize rental or fleet vehicles you may select that option and refrain from designating a particular vehicle. However, if you know what vehicle they will have, please fill in the fields.
- Select the “*Save Personnel*” button at the bottom of the page.
 - Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.
- You will then be automatically directed back to the “*Personnel*” homepage.
- From there you can add additional personnel or edit information on the already existing personnel.

UNCLASSIFIED / FOR OFFICIAL USE ONLY: This database was created by the Ohio Division of Homeland Security and Ohio Department of Public Safety for the purpose of distributing information to registered users. Unauthorized use or access of this system is prohibited and subject to prosecution under O.R.C 2913.04 (Unauthorized use of computer, cable, or telecommunication property). The information, data, and throughput in and from this system is confidential under exemptions to Ohio’s public records law (O.R.C 149.43 and/or 149.433) and therefore not subject to public disclosure or release. This is a secured area and unauthorized entries are traced.

Instructions for OP3 Partner Organization Administrators

Figure 1: Personnel Homepage



- A) **Status Column** – This column displays whether a personnel is considered Active or Inactive. *Only Active personnel can be assigned credentials.*
- B) **Edit Column** – This column allows users to edit the personnel’s information and update their status to Inactive. In order to change a personnel’s status to Inactive you must deactivate them (*see figure 2*).
- C) **Search For Personnel** – This search box allows users to search for specific personnel in their company by either name or activation status.
- D) **Export to Excel** – This feature allows the user to export personnel data into excel format.

Figure 2: Edit Personnel

Personnel Information	
* are required fields.	
First Name:*	Benjamin
Middle Initial:	<input type="text"/> (1 character only)
Last Name:*	Ball
Job Title:	Global Security Ops Center associate
State ID/DL Number:*	RJ12345
Issue State:*	Ohio
Phone: *	(614) 580-7177 (XXX)-XXX-XXXX
Phone Carrier: *	Verizon Wireless
Email:*	ben_ball@abercrombie.com

Vehicle Information	
Make:	Ford
Model:	Escape
Year:	2004 (YYYY)
License Plate Number:	FYT5462
Issue State:	Ohio

Status	
Status:	Active
Has Active Credentials?:	No
Added By:	BenjaminN Ball
Added Date:	12/9/2015
Modified By:	BenjaminN Ball
Modified Date:	12/9/2015



[Save Personnel](#)

A) Is Rental Or Fleet Vehicle – You can select this option if your company utilizes the use of Rental or Fleet cars and you’re unsure of what vehicle they will be taking.

B) Deactivate This Personnel – This link will update a personnel’s status to Inactive on both this page and in the “Status” column on the Personnel Homepage. This link is the only way to prevent personnel from receiving credentials; personnel cannot be deleted from the system.

Adding Personnel: Bulk Uploading

Select **Personnel** from the menu on the left hand side of the screen.

- Click on the “*Bulk Upload Personnel*” button located at the top of the page.
 - Download the CSV file template at the top of the page:
 -  Please submit your personnel list using the following CSV file template. ([Click Here](#) for the template)
 - After downloading the CVS file template, save as a CSV file to your computer, and fill in all the required information.
 - Helpful tips when using the bulk upload template:
 - State abbreviations must be used rather than the full state’s name. For example, “OH” instead of “Ohio”.
 - The phone carrier code must be used rather than the official phone carrier name. A list of phone carrier codes can be found on the “Bulk Upload Personnel Page” next to “Phone Carrier”.
 - Out-of-State driver’s license numbers should refrain from using dashes or extra spaces.
 - Email addresses must be checked prior to adding personnel. Invalid emails will prevent users from obtaining credentials.
 - Avoid adding extra spaces before and after words. This could prevent the template from uploading properly.
- Select the saved CSV file by clicking “*Browse*” button at the bottom of the page. Then click “*Bulk Upload Personnel*” once the file is selected.
 - 
 - Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.
- You will then be automatically directed back to the “*Personnel*” homepage.
- From there you can add additional personnel or edit information on the already existing personnel.

UNCLASSIFIED / FOR OFFICIAL USE ONLY: This database was created by the Ohio Division of Homeland Security and Ohio Department of Public Safety for the purpose of distributing information to registered users. Unauthorized use or access of this system is prohibited and subject to prosecution under O.R.C 2913.04 (Unauthorized use of computer, cable, or telecommunication property). The information, data, and throughput in and from this system is confidential under exemptions to Ohio’s public records law (O.R.C 149.43 and/or 149.433) and therefore not subject to public disclosure or release. This is a secured area and unauthorized entries are traced.

Instructions for OP3 Partner Organization Administrators

Assigning Emergency Specific Credentials:

Select **Emergency Specific Credentials** from the menu on the left hand side of the screen (*see figures below*).

- You will find a list of pre-designated emergencies. Each emergency will have information that includes the location, the emergency type, and a basic description of the emergency. *These are populated by The Ohio Department of Public Safety.*
- Select the “*Credentials*” button for the disaster/emergency you wish to send personnel.
- Select the “*Assign Credential*” button that appears in the center of the screen.
 - This will take you to a new page where you can select personnel to credential. This drop down menu will only display those who are active personnel without assigned credentials for that specific disaster.
- Once you select a personnel from that list, the personnel’s information will auto populate.
 - After you have confirmed that the information is correct, select “*Assign Credential*” at the top of the screen. Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.
- You will then be directed back to the “*Assign Credential*” page for the emergency you had initially chosen to send personnel.
 - From there you can either assign more credentials or select the “*Click for Emergency Specific Homepage*” button to select another emergency.

Figure 3: Emergency Homepage

EMERGENCY SPECIFIC HOMEPAGE

Click on the 'Credentials' button to distribute credentials for the selected emergency.

Location ▲	Disaster Type	Description	Status	Issue B
Batavia (TEST)	Flooding	Major flooding in residential areas. (TEST)	Active	Credentials
Columbus (TEST)	Winter Weather	Columbus has received 14 inches of snow and has been issued a Level 3 snow emergency (TEST)	Active	Credentials
Greater Columbus Area (TEST)	Winter Weather	10" of snow in Greater Columbus Area - High St. closed due to Snow (TEST)	Active	Credentials
Middletown (TEST)	Flooding	The Great Miami River has flooded due to heavy rain, blocking State Route 73 East and West Bound. (TEST)	Active	Credentials
Norwood (TEST)	Power Failure	A car accident has left the entire city (20,000 pop.) without power. (TEST)	Active	Credentials

1 2

Total Emergencies: (9)

Search for Emergency

Location Month Year

Disaster Type Date

Status Active Inactive

- A) Status Column** – Similar to the Personnel Homepage, the Emergency Homepage includes a “Status” column that shows whether or not the emergency is currently active. The activation status is determined by CIMS Administration. Your organization personnel can only be given credentials to active emergencies.
- B) Issue Column** – This column houses the “Credentials” button, which allows users to assign credentials to their personnel.
- C) Search for Emergency** – This search function allows users to search for specific emergencies, filtered by location, emergency type, date, activation status, or any combination of the above.
- D) Export to Excel** – This feature allows the user to export emergency data into excel format.

UNCLASSIFIED / FOR OFFICIAL USE ONLY: This database was created by the Ohio Division of Homeland Security and Ohio Department of Public Safety for the purpose of distributing information to registered users. Unauthorized use or access of this system is prohibited and subject to prosecution under O.R.C 2913.04 (Unauthorized use of computer, cable, or telecommunication property). The information, data, and throughput in and from this system is confidential under exemptions to Ohio’s public records law (O.R.C 149.43 and/or 149.433) and therefore not subject to public disclosure or release. This is a secured area and unauthorized entries are traced.

Figure 4: Assign Emergency-Specific Credential

ASSIGN EMERGENCY SPECIFIC CREDENTIAL

Emergency Information

Location	Batavia (TEST)
Disaster Type	Flooding
Description	Major flooding in residential areas. (TEST)

Select the personnel and click on the 'Assign Credential' button to send the credential.
 If personnel or vehicle information has changed, click 'Edit Personnel'.

Company Name:

Personnel with no active credentials: **A**

Personnel Information

First Name:	Benjamin
Middle Initial:	
Last Name:	Ball
Position:	Global Security Ops Center associate
State ID/DL Number:	RJ12345
Issued State:	Ohio
Phone:	(614) 580-7177
Email:	ben_ball@abercrombie.com

Is Rental or Fleet Vehicle?

Vehicle Information

Make:	Ford
Model:	F Escape
Year:	
License Number:	FYT5462
License State:	Ohio


B

- A) Personnel with no active credentials** – This drop down menu will allow users to choose which personnel from their organization that they would like to assign a credential. The credential will be active only for the emergency specified at the top of the page and will expire ONE WEEK from the initial activation date.
- B) Edit Personnel** – This button takes you back to the page where you can edit personnel information, should you see a mistake in the information that auto populates when a personnel is selected from the drop down menu.

UNCLASSIFIED / FOR OFFICIAL USE ONLY: This database was created by the Ohio Division of Homeland Security and Ohio Department of Public Safety for the purpose of distributing information to registered users. Unauthorized use or access of this system is prohibited and subject to prosecution under O.R.C 2913.04 (Unauthorized use of computer, cable, or telecommunication property). The information, data, and throughput in and from this system is confidential under exemptions to Ohio’s public records law (O.R.C 149.43 and/or 149.433) and therefore not subject to public disclosure or release. This is a secured area and unauthorized entries are traced.

Deactivating Personnel:

Select **Personnel** from the menu on the left hand side of the screen.

- Click the pencil in the “*Edit*” column,  next to the desired personnel.
- At bottom of the screen where it says “*Status*” select the “*Deactivate This Personnel*” option.
- Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.

**See Figure 2 Editing Personnel.*

Deactivating Emergency Specific Credential:

Select **Emergency Specific Credentials** from the menu on the left hand side of the screen.

- Select “*Detail*” next to the desired personnel.
- In the “*Credential Information*” box select the “*Deactivate Credential*” option.
- Confirm that you wish to save by selecting “*OK*” in the first pop up and “*Close*” in the second window that follows.

Figure 6: Deactivating an Emergency Specific Credential

CREDENTIALS HOMEPAGE Page 1: Emergency Specific Credential Homepage

Emergency Information

Location	Dayton
Disaster Type	Flooding
Description	Dayton Flooding
Status	Active

Click on the 'Assign Credential' button to distribute a credential for a selected personnel.
Click on the 'Details' button to Deactivate an active credential.

[Assign Credential](#)

Currently Assigned Credentials

Company	First Name	Last Name ▲	Status			
Kroger Company	Johnson	George	Active	Details	View	Email

Total Credentials: (1)

Page 2: Assign Emergency Specific Credential (after you select details)

ASSIGN EMERGENCY SPECIFIC CREDENTIAL

Emergency Information

Location	Dayton
Disaster Type	Flooding
Description	Dayton Flooding

Company Name:

Credential Information

[Deactivate Credential](#) **B**

Document No:	Issue Date:	Expiration Date:	Status:	Issued By:	Deactivated By:	Deactivation Date:
2015EPCS-000001	11/25/2015	12/2/2015	Active	Pierce Bryant		

Personnel Information

First Name:	Johnson
Middle Initial:	
Last Name:	George
Position:	
State ID/DL Number:	TK1234
Issued State:	Ohio
Phone:	(111) 111-1111
Email:	jgeorge@gmail.com

- A) Details** – This link will take you to page 2 in order to complete the Emergency Specific Credential deactivation.
- B) Deactivate Credential** – This link will deactivate the credential for the selected personnel. Once the personnel’s credential is deactivated for this emergency specific event, they cannot be reassigned to this emergency.

Renewing Emergency-Specific Credentials

Emergency-Specific Credentials last until July 1, 2020 during Ohio Homeland Security's COVID-19 response. This will be reassessed prior to July 1.

- OP3 Local Administrators are responsible for renewing credentials, when they have expired.
 - New credentials can be administered to personnel after a credential has expired.
 - No individual can have two active credentials at the same time.

- Users with expired Multi-Emergency Credentials are only able to apply for Emergency-Specific Credentials, at this time.

- ***Please check your email frequently for personnel updates regarding the Governor's Stay at Home Order.***

Important Notes

- Once someone is assigned a credential for an emergency specific disaster, they cannot be re-credentialed for the same disaster until the originally assigned credential expires.
- Only “Active” personnel can be assigned credentials.
- Ensure all email addresses are accurate when adding personnel into the system.
- **Please contact the CIMS Administration with any questions you have at 1-844-647-2467 or by email at CIMS@dps.ohio.gov.**